

Job Description
Missouri State Highway Patrol

Class Title: MVI Supervisor

Title Code: 7803

Effective Date: 06/18/96

Date Reviewed: 1/12/06 hrd

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Immediate Supervisor: Chief MVI Inspector or Troop Lieutenant

Position Supervised: Motor Vehicle Inspector I, II, and III's

FLSA Status: Non-exempt

Working Hours: Normal working hours are 8:00 a.m. to 12:00 noon and from 1:00 p.m. until 5:00 p.m., Monday through Friday; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is responsible supervisory work in directing, monitoring, and coordinating the activities of motor vehicle inspectors. Work also includes auditing and analyzing various records, inspecting vehicles and school buses, and conducting VIN verification. The Motor Vehicle Supervisor interacts with the public and station personnel on a daily basis reference all facets of the Motor Vehicle Inspection program. Extensive travel during working hours is required. The employee exercises independent judgment and initiative in the performance of assigned duties; however, general supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and procedures. An employee in this position may be reassigned or transferred in a Troop at the discretion of the commanding authority.

DESCRIPTION OF DUTIES

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks that may be found in positions of this class.)

Supervises, trains, schedules, plans, monitors, directs, and evaluates the work of assigned motor vehicle inspectors.

Briefs supervisor reference workload and areas of concern that could become public knowledge and/or involve potential legal ramifications for the department.

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems associated with division staff; conducts and attends meetings; serves on committees, as assigned; recommends personnel decisions to supervisor).

Receives and reviews requests for equipment, materials, and/or training from assigned personnel; requisitions supplies through channels, as needed; maintains supply room stock to ensure adequate inventory.

Receives input from subordinates and makes policy recommendations to supervisor; assists in the development, implementation, and review of revised policies and procedures.

Testifies in court and at administrative hearings reference MVI violations, salvage yard operations, rebuilders rules and regulations, etc.; reviews evidence and prepares testimony prior to court appearance; responds to subpoenas; reviews division staff testimony and provides input, as needed; assists in training subordinates.

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Receives and responds to complaints about inspection stations, inspector/mechanics, and department personnel; researches complaints by conducting investigations and station surveillance; preparing reports reference same; takes appropriate corrective action as needed (e.g., serving notice of administrative suspension and revocation to inspection stations and inspector/mechanics, terminating inspection stations, citing inspector/mechanics for retest, issuing written warnings, etc.).

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends; serves as an expert in motor vehicle inspection.

Assists in scheduling and conducting the training and testing of inspector/mechanics.

Keeps abreast of all laws, rules, regulations, and changes in the Motor Vehicle Inspection program via regular updates (e.g., IOC's, e-mail, procedural manual updates, publications, etc.); explains new or revised department and statutory policies and procedures to motor vehicle inspectors and monitors compliance with same; maintain the MVI regulations manual and operations manual.

Inspects and evaluates inspection stations and mechanics on a regular basis to ensure stations are in compliance with all requirements and inspections are conducted in accordance with established regulations.

Appropriately reports criminal activity (e.g., completes violation reports and/or notifies uniformed member/DDCC personnel, assists DDCC personnel and other law enforcement agencies with MVI and auto theft requests, assist with undercover investigations performed by DDCC, etc.).

Answers inquiries reference motor vehicle inspection, title information, VIN, etc., from attorneys, prosecutors, judges, the public, station owners and personnel, etc.; conducts television interviews, when needed.

Inspects equipment (e.g., light meters, compressors, and jacks) to ensure availability and proper working condition; forwards requests for repair or replacement to GHQ.

Inspects/reinspects vehicles and school buses to ensure they are in proper condition, complies with established laws and regulations, and to audit mechanics that performed original inspection. The inspection of vehicles and school buses will include, but is not limited to, checking under, inside, and outside vehicle; climbing a ladder; driving vehicle; checking horn; measuring various parts of vehicles; jacking-up vehicle; removing and reinstalling tire and wheel; checking air pollution device, etc. Conducts school bus inspection workshops.

Investigates applicants for station permits to determine if premises, equipment, and personnel meet requirements and regulations.

Supervises the VIN/salvage inspection program; locates and verifies confidential vehicle identification numbers, motor numbers, transmission numbers, and other identifying factors of salvage, rebuilt, reconstructed and specially constructed vehicles to identify stolen vehicles and parts; performs salvage inspections; conducts VIN verification/inspections on rv's, boats, outboard motors, trailers, mobile homes, and title corrections.

Confers with motor vehicle inspection personnel statewide reference trends, problems, criminal activity, etc.

Collates data and prepares reports; reviews and edits reports prepared by subordinates for clarity and completeness; confirms cited administrative rules and statutes are accurate and pertinent; ensures the investigator has properly completed and attached the appropriate forms; forwards reports.

Performs window tint inspections to ensure compliance with state statutes, issue window tint permits as needed.

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Periodically monitors the performance of subordinates and provides appropriate feedback; prepares and conducts a formal evaluation in consultation with division and/or troop personnel.

Operates standard office equipment (e.g., personal computer and keyboard, AS/400, telephone, fax machine, copier, adding machine, etc.).

Develops materials and conducts formal and on-the-job training for department motor vehicle inspection personnel and other authorized individuals.

Maintains appropriate records, reports, files, logs, etc., via computer and hard copy; audits inspection records; issues and maintains adequate supply of inspection forms for inspection stations.

Operates vehicle to perform job duties.

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of department and statutory policies, procedures, rules, and regulations reference motor vehicle inspection.

Knowledge of the mechanics of vehicles and school buses.

Knowledge and practice of the safety precautions and occupational hazards associated with vehicles and school buses.

Knowledge of investigative and identification techniques.

Knowledge of the methods, practices, procedures, equipment, and materials used in the inspection of motor vehicles and school buses.

General knowledge of the principles of supervision.

Skill in supporting subordinates' decisions and actions in processing work assignments reference motor vehicle inspection.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to make decisions in accordance with applicable department and statutory rules, regulations, policies, and procedures.

Ability to use tools and equipment associated with motor vehicle and school bus inspections, e.g., brake gauges, ball joint gauge/measuring device, floor jack, air jack, air impact wrenches, BAR 90 Emission Analyzer, pry bar, mirrors, creeper, etc.

Ability to graciously, diplomatically, and professionally deal with individuals in difficult situations.

Ability to work with highly sensitive information in a confidential and professional manner.

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Ability to communicate effectively in oral and written form.

Ability to coordinate the activities of assigned personnel, properly assess priorities, and make manpower/resources decisions reference same.

Ability to review and assimilate changes in department and statutory policies and procedures.

Ability to assist in training and testing inspector/mechanics.

Ability to maintain records, reports, files, logs, etc.

Ability to receive and investigate complaints.

Ability to solve problems.

Ability to assist in developing, implementing, and reviewing policies and procedures.

Ability to prepare and edit reports.

Ability to develop materials and conduct training.

Ability to perform administrative duties as detailed in the description of duties.

Ability to testify in court and train subordinates the role of an expert witness in legal proceedings.

Ability to respond to a variety of requests for information.

Ability to monitor, motivate, and evaluate subordinates.

Ability to perform job-related travel.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes.

Ability to operate standard office equipment, e.g., computer and keyboard, AS/400, copier, fax machine, adding machine, calculator, telephone, etc.

Ability to conduct motor vehicle and school bus inspections.

Ability to inspect equipment.

Ability to interact with the public, station owners, and employees on a daily basis.

Ability to detect forged documents and altered identification numbers.

Ability to work in varying climatic conditions.

Ability to work long hours while standing without taking a break.

Ability to establish and maintain effective working relations with others.

Ability to detect deficiencies in vehicles and school buses and document same.

Ability to obtain MULES certification, if necessary.

Ability to transport and operate an air jack and hydraulic floor jack to conduct school bus inspections.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education).

Graduation from a standard high school or possess a GED.

Possess at least four years of experience as a Motor Vehicle Inspector with the Patrol including one year at the level of a Motor Vehicle Inspector III, or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete a job-related examination specified by the Director, Motor Vehicle Inspection Division.

Must successfully complete the department's supervision course within one year of appointment as a Motor Vehicle Inspector Supervisor.

Must have possession of a reliable motor vehicle.

Must possess a valid driver's license.